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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Peel

DATE: NOV 12 1952

25X1A9a FROM : Mr. [REDACTED]

SUBJECT: Utilization of Microfilm Equipment Throughout the
Departmental Headquarters of the Agency

1. In response to your request the following report is submitted covering the location, use and suggested recommendations for future utilization of microfilm equipment throughout the departmental headquarters of the Agency. Attached as Tab A is a copy of the stock record cards of the Procurement and Supply Office showing microfilm equipment currently in use; and as Tab B, customers of the Reproduction Division, Administrative Services Office, for microfilm developing and printing.

2. After considerable discussion with [REDACTED] and [REDACTED] of the Administrative Offices and Messrs. [REDACTED] and [REDACTED] of OCD, the problem of future expansion of microfilm facilities within the CIA library seems to be one of the most critical microfilm problems from a "services" standpoint. In accordance with Project No. OCD-137-52, approved by the Project Review Committee in December of 1951, the plan for improvement of CIA library facilities proposed the following:

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Microfilming of all incoming documents: At present only single-copy documents are microfilmed upon receipt (about 30% of total incoming documents). It is proposed that all documents be microfilmed to ensure that a complete, master set of documents is in the Library at all times. Thus researchers will not be hampered by delays in finding copies of documents which may be out on loan, being reproduced, lost, or inadvertently destroyed. Other advantages to be realized by the proposed procedure will be a complete record for Vital Documents Repository of all documents held by the CIA Library, and a systematic procedure for retirement of files instead of the current practice of "piece-meal" filming of certain segments of the collection every three years.

3. After a review of the material submitted to PRC, there is no evidence that it was the intent of this committee to insist that the microfilm technicians be under the administrative and technical control of the library, but rather this project was approved to provide the facility for the Agency for final accomplishment by those organizational components having functional responsibilities contained therein. Both sides of this problem have justifiable

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reasons why the technical aspects of this problem should be put under their jurisdiction and control. OCD feels that the knowledge of having microfilm copies of incoming intelligence documents available for immediate dissemination to fulfill the needs of the requestor will tend to reduce the need for research analysts to hold intelligence publications, and will permit a statute of limitations to be enforced on document holdings together with a rigid schedule imposed by the Records Management Staff on document retirement. On the other hand, Administrative Services contends that intelligence researchers being what they are, they will never release documents having an immediate or future potential regardless of the knowledge that there is a copy within the Agency. This problem is as old as any organization that has both research and administrative people contained therein. It is suggested that in the course of the ORR study to be undertaken shortly regarding substantive production, the pulse of the researchers who, after all, are the ones to be served, be taken and a determination be made not only as to the feasibility of retirement of documents, but also for the necessity of microfilming all incoming documents which may or may not contain information of an intelligence nature.

4. The current workload for microfilm processing imposed upon the reproduction plant by the OCD library is presently very small. Single documents only are now being microfilmed with approximately 300 frames per day. The proposed system, which according to the most conservative estimates that I have been able to uncover, indicates it will be at least six months pending development of new machines by the [REDACTED] and that even when this equipment is in operation, the proposed workload of 1,000 documents (averaging five pages each or 5,000 frames per day) will require one ozonophane copy for the Vital Records Repository to be furnished by the reproduction plant. The library further intends to do their own printing of requests for additional copies of documents at the rate of approximately 10,000 frames per month.

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5. Much of the camera equipment presently charged to responsible officers within organizational components of the Agency has been procured for field utilization--specifically, that for [REDACTED] and that for the overseas microfilming team in [REDACTED]. Some small units scattered throughout I, J, K, and L Buildings are either roving units of Records Management or individual machines specifically assigned for an individual job. For example, the camera in I & S is being used exclusively to microfilm signature documents for release of CIA identification badges. Much equipment is not being used for microfilming as such, but for specialized local photographic needs and considerable number of cameras are not used at all and will be returned to stock.

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6. In discussing the microfilming problem with I & S they maintain two sets of microfilm reels; one the aforementioned badge

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receipts, the other a list of persons considered unqualified under any circumstances for Agency employment. Copies of each of these are in the Vital Records Repository. In the event of an emergency, the available material for I & S utilization would be that microfilm showing the personnel who are bonified Agency employees and those personnel whom we should not hire under any circumstances. The great, wide gap between would have to be rebuilt by the slow, tedious process of individual security checking by investigation. While it is true that the availability of jackets containing all pertinent information regarding personnel history, investigated results and other similar materials are advantageous to have for a cross-reference working standpoint. Ultimately, I & S like other organizational components will have no room to house their employees if adequate provision is to be made for file material. Files and file cabinets together with the space currently occupied have about reached the saturation point and have long since passed the point of efficiency to say nothing of the economies involved. It is urgently recommended that the Records Management Division of the Administrative Services Office undertake to retire the vast holdings of I & S which are more or less static in nature by the simple expedient of microfilm utilization and the acquisition of reading equipment when references to these documents are operationally required. This will also provide, in the event of national disaster, a copy of each of the papers contained within the jacket within the holdings of the Vital Records Repository.

7. In the opinion of the undersigned, the microfilm problem as a whole is not one that is critically abused and the comments of the Reproduction Division personnel with regard to the technical quality of the microfilms they receive for processing is, for the most part, beyond Agency control. Much of the material that is received by Agency offices comes in from the field and is processed under auspices over which we have little, if any, control. For example, the Air Force Wringer Project, the ORR [REDACTED] and operational material received for DD/P.

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8. Most of the personnel assigned to microfilming responsibilities share those responsibilities jointly with other duties. The familiarity that they have with the material by close association makes it easier for them to select and shoot their own material in an area adjacent to the office proper. The transporting of this material to another area for microfilming could, in many instances, impose delays and cause additional expenditure not completely warranted.

9. It is recommended that the Chief, Reproduction Division, or his designee assess the value of the present microfilm equipment, retire to stock that which is not currently being used, suggest more useable equipment in specific cases where required, and examine the technical capabilities of the individual departmental headquarters operators where materials received for processing appear deficient.

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Attachments (2)

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Tab A

Procurement and Supply Office Stock Records

Showing Type and Location of Microfilm Cameras Assigned by Office

	TRD	ORR	Repro.	OO/C	I&S	OCI	FD	OCD	L&J Bldg.			Total
Graflex Photo Record Microfilm System		1	5	2	1	2						11
Recordak "D"		1	2				1	1	1	1		7
Recordak "E"			1					4	1	1	1	8
Recordak Model CI			1									1
Bolsey 35MM & Reader	1		1									2
Micro-16 Camera & 35MM Enlarger	1											1
Microfilm Camera 14" - 90-03								1	1		1	3
Microfilm Flofilm Camera 90-46										1		1
Total	2	2	10	2	1	2	1	6	3	3	2	34

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